

Town of Trophy Club Town Council Meeting Minutes
May 28, 2024, 6:00 p.m., Work Session and Regular Meeting
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL WORK SESSION TO ORDER

Mayor Tiffany called the work session to order at 6:00 p.m.

COUNCIL MEMBERS PRESENT

Jeannette Tiffany, Mayor
Steve Flynn, Mayor Pro Tem
Stacey Bauer, Council Member Place 1
Jeff Beach, Council Member Place 2
Dennis Sheridan, Council Member Place 3
Rhylan Rowe, Council Member Place 4
LuAnne Oldham, Council Member Place 5

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Maggie McCormick-Krukowski, Records Analyst
Dean Roggia, Town Attorney
Jason Wise, Fire Chief
April Duvall, Director of Finance
Matt Cox, Director of Community Development
Denise Deprato, Director of Human Resources
Chase Ellis, Director of Parks and Recreation
Jill Lind, Director of Communications and Marketing
Jon Ciarletta, Lieutenant

WORK SESSION ITEM

1. Presentation and discussion of updates to the Strategic Plan outline document.
(Brandon Wright, Town Manager)

Town Manager Wright, gave a presentation and provide a summary of the Town's strategic planning process highlighting the following:

- The strategic planning process began in January 2024.
- The draft plan included seven focus areas and nineteen objectives.
- Community engagement involved a video, a survey, and five focus group sessions.
- 127 survey participants and 48 focus group members provided feedback.
- Based on feedback, focus areas reduced from seven to five.
- Eliminated focus areas: "Delivering Service with Excellence" and "Sharing our Authentic Story."
- Refined definitions for clarity, emphasizing safeguarding lives in public safety, utility coordination in infrastructure, objectives for aging in place, and beautifying community spaces.

- Revisions are included in the new Strategic Plan draft for Fiscal Year 2024-2025.

The Town Council members provided their input on the objectives.

ADJOURN

Mayor Tiffany adjourned the work session at 6:57 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:05 p.m.

INVOCATION

Rev. Bill Eason from Fellowship United Methodist Church led the invocation.

PLEDGES

Council Member Sheridan led the Pledge of Allegiance to the American and Texas Flags.

PUBLIC COMMENTS

There were none.

COMMUNITY SPOTLIGHT

2. EMS Week (Jason Wise, Fire Chief)

Chief Wise gave a presentation highlighting EMS Week which was May 19-25, 2024, marking the 50th Anniversary of EMS Week. This year's theme was, "Honoring Our Past. Forging Our Future."

3. Working for You . . . Trophy Club

a) Update from Town Council Members

Council Member Oldham praised the annual Memorial Day Ceremony held on May 27th, highlighting its success in honoring fallen heroes. She noted that the ceremony saw the attendance of many dignitaries, including Mayor Tiffany, Council Members, Senator Tan Parker, and the family of U.S. Navy SEAL Gage Ingram.

Mayor Tiffany acknowledged Trophy Club Neighbors Magazine for featuring Mayor Pro Tem Flynn and his wife on the cover of their May issue. The magazine, dedicated to the residents of Trophy Club, Texas, highlights local stories, events, and profiles, fostering a sense of community and pride.

b) Update from Town Manager

Town Manager Wright provided the following updates:

Severe Weather Alert: The Town experienced flooding and debris. Staff monitored the situation, collected debris, barricaded high-water areas, and canceled activities for resident safety. He added that residents were advised to follow local news and weather updates.

Upcoming Meetings:

- CCPD Meeting: June 5, 2024, at 6:00 p.m.
- Town Council June Retreat: June 6-7, 2024
- Town Council Work Session & Meeting: June 10, 2024, Work Session at 6:00 p.m.

Events:

- Movie Night: "The Goonies," June 7, 2024, at Harmony Park.
- Fourth of July Events:
- Patriot 5K & Fun Run followed by the Parade of Patriots, concluding with an evening of activities and fireworks.
- The Stars and Stripes Committee invites citizens to join in a meaningful tradition where over 40,000 flags will line the streets of Trophy Club. Details are available on the Trophy Club Stars & Stripes Facebook page.

Trophy Club MUD No. 1 Annual Water Line Replacement Project:

- The project will begin on Sonora Drive and then move to other areas throughout town. This project is expected to take approximately five months to complete. Fire hydrants will be out of service in certain areas while construction is performed, and access to nearby residences' driveways will be temporarily limited at times.

c) Quick Civic Tip

Town Attorney Dean Roggia provided an overview of Interlocal Agreements and Cooperative Purchasing Agreements and explained they make the purchasing process more efficient.

CONSENT AGENDA

4. Consider approval of the May 13, 2024, Town Council meeting minutes. (Tammy Dixon, Town Secretary)
5. Consider authorizing the Town Manager to negotiate and execute an on-demand concrete services contract with Manning Concrete in a total annual amount not to exceed \$75,000 with four one-year renewal options through an Interlocal

Cooperative Purchasing Agreement with the City of Grapevine. (Matt Cox, Community Development Director)

6. Consider accepting the Second Quarter Investment Report for Fiscal Year 2024. (April Duvall, Director of Finance)

Council Member Sheridan moved to approve Consent Items 4-6. Council Member Oldham seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham,

NAYES: None

VOTE: 7-0

INDIVIDUAL ITEMS

7. First Reading: Consider a resolution approving a professional services agreement between the Town of Trophy Club and the Economic Development Corporation and The John R. McAdams Company, Inc. for a small area plan in a not-to-exceed amount of \$89,437. (Tamara Smith, Assistant to the Town Manager)

Mr. Wright explained the reason for two readings of the resolutions of the agenda was required by state law. He mentioned that a request for proposals was issued for a comprehensive small area plan targeting properties near State Highway 114 Frontage Road and Trophy Wood Drive with objectives to enhance economic resilience, improve quality of life, promote sustainability, facilitate future development, and address parking needs.

Mr. Wright stated the EDC Board members selected McAdams due to their skillset, experience with similar projects, and understanding of the plan's goals.

Jameson Pinson, McAdams Project Manager gave a presentation highlighting their experience and successful small area plans they have been involved in, discussed their approach to the proposed project, and answered questions from the Town Council.

Council Member Sheridan had concerns on the wording of "undeveloped land" and requested clarification from staff. Mr. Wright explained he would include the Small Area Plan geographical area as provided in the Request for Proposals as an exhibit to the agreement and resolution.

Council Member Sheridan moved to approve the first reading of a resolution, with the corrections staff has agreed to, approving a professional services agreement between the Town of Trophy Club and the Economic Development Corporation and The John R. McAdams Company, Inc. for a small area plan in a not-to-exceed amount of \$89,437. Council Member Bauer seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham,

NAYES: None

VOTE: 7-0

8. Second Reading: Consider a resolution approving a professional services agreement between the Town of Trophy Club and the Economic Development Corporation and The John R. McAdams Company, Inc. for a small area plan in a not-to-exceed amount of \$89,437. (Tamara Smith, Assistant to the Town Manager)

Mayor Pro Tem Flynn moved to approve Resolution 2024-08 (second reading), with the corrections staff has agreed to, approving a professional services agreement between the Town of Trophy Club and the Economic Development Corporation and The John R. McAdams Company, Inc. for a small area plan in a not-to-exceed amount of \$89,437. Council Member Oldham seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2024-08

A RESOLUTION OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING A PROFESSIONAL CONSULTING SERVICES AGREEMENT BETWEEN THE TOWN OF TROPHY CLUB, TEXAS, THE TROPHY CLUB ECONOMIC DEVELOPMENT CORPORATION, AND THE JOHN R. MCADAMS COMPANY, INC., IN THE NOT-TO-EXCEED AMOUNT OF \$89,437.00; AUTHORIZING THE TOWN MANAGER TO EXECUTE SAID AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham,

NAYES: None

VOTE: 7-0

9. Consider a resolution authorizing and approving the Town of Trophy Club Economic Development Corporation's Thrive Business Grant program. (Tamara Smith, Assistant to the Town Manager)

Town Manager Wright provided an overview of the Thrive Business Grant Program, which offers assistance to Trophy Club businesses. The program supports exterior and interior enhancements, equipment, and signage upgrades, providing 75% reimbursable matching grants of up to \$20,000 for various business improvements.

A discussion ensued and Mr. Wright answered questions from the Town Council.

Council Member Sheridan moved to approve Resolution No. 2024-09 authorizing and approving the Town of Trophy Club Economic Development Corporation's Thrive Business Grant program, with an amendment to sunset the grant program by September 30, 2028. Mayor Pro Tem Flynn seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2024-09**A RESOLUTION OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING THE THRIVE BUSINESS GRANT -GUIDELINES AND APPLICATION; AND PROVIDING AN EFFECTIVE DATE.**

Council Member Rowe, supported by other council members, expressed concerns regarding the program. They emphasized the need for grant funds to positively impact business growth and increase the Town's sales tax base, rather than merely offsetting tenant operational costs. Key points included ensuring the program collects only one application per business per funding cycle, limiting the scope of eligible projects, reducing the scope of tenant operations, and ensuring the grant size is substantial enough to make a significant impact.

A discussion followed about the program's eligibility and potential changes. Mr. Wright clarified that while the Town Council approves the program, any modifications must first be made and approved by the Economic Development Corporation (EDC). Town Attorney Roggia explained that each grant application or project approved by the EDC would include a performance agreement and require Town Council approval, noting that the program is typical of other EDCs.

Mayor Tiffany called for a vote on the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Oldham,

NAYES: Rowe

VOTE: 6-1

10. Consider authorizing the Town Manager to negotiate and execute a facility use agreement with the Trophy Club Municipal Utility District #1 for recreational use of the Annex Building located at 1 Municipal Drive. (Chase Ellis, Parks & Recreation Director)

Chase Ellis, Director of Parks & Recreation, stated the Town's Summer Program, previously held at Beck Elementary, has been moved due to the school's unavailability and rising costs. The Town has partnered with Trophy Club Municipal Utility District #1 (MUD) to use the vacant Annex Building at 1 Municipal Drive rent-free through December 31, 2025. He explained the agreement also included the land next to the building which will provide a green space for camp and future activities. The Agreement has been approved by the MUD. The Town will cover utility costs and collaborate with the MUD to improve the facility for future recreational use.

Town Manager Wright and Mr. Ellis answered questions from the Town Council regarding the use of the word "Recreation Use" in the agreement, parking, and green space clarification on Exhibit A of the agreement and future improvements. Mr. Wright stated the motion would authorize him to negotiate the Town Council's concerns.

Council Member Oldham moved to authorize the Town Manager to negotiate and execute a facility use agreement with the Trophy Club Municipal Utility District #1 for

recreational use of the Annex Building located at 1 Municipal Drive. Council Member Buaer seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham,

NAYES: None

VOTE: 7-0

11. Consider an ordinance amending the FY 2024 Budget, allocating funds for Mayor & Town Council expenses, as well as Fire & EMS overtime expenses, and establishing an effective date. (April Duvall, Director of Finance)

April Duvall, Director of Finance, provided a summary of the budget amendment and answered questions from the Town Council.

Council Member Beach moved to approve Ordinance No. 2024-11 amending the FY 2024 Budget, allocating funds for Mayor & Town Council expenses, as well as Fire & EMS overtime expenses, and establishing an effective date. Council Member Bauer seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2024-11

AN OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING THE TOWN'S ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023, AND ENDING ON SEPTEMBER 30, 2024, AS ADOPTED BY ORDINANCE NO. 2023-15, BY PROVIDING FOR ADJUSTMENTS TO THE GENERAL FUND; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE ANNUAL BUDGET, AS AMENDED; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham,

NAYES: None

VOTE: 7-0

12. Consider approval of the 2024 Strategic Plan Outline. (Brandon Wright, Town Manager)

Town Manager Wright provided a summary of the changes to the 2024 Strategic Plan Outline discussed during the work session. He explained following Council approval the Town Council and staff will develop initiatives for each of the objectives listed in the outline. Initiatives are expected to be developed during a two-day retreat on June 6 and June 7 followed by work plan goals that will be developed through the end of September.

Mayor Pro Tem Flynn moved to approve the 2024 Strategic Plan Outline. Council Member Beach seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham,

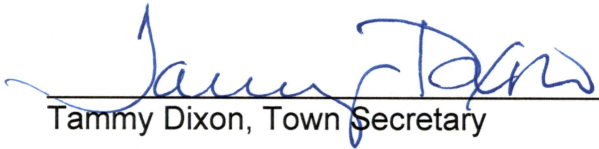
NAYES: None

VOTE: 7-0

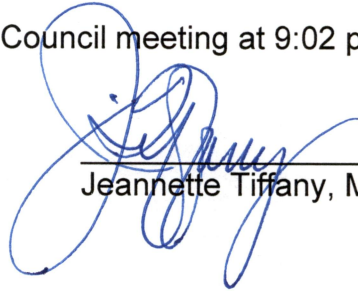
ADJOURNMENT

Mayor Tiffany adjourned the Town Council meeting at 9:02 p.m.

Attest:



Tammy Dixon, Town Secretary



Jeannette Tiffany, Mayor